

Adding a Provider's NPI to your Trading Partner Account

To add a provider's NPI to your Trading Partner Account, follow the steps below:

1. Return to your User home page on the Healthcare Portal.



2. On the left side, select Trading Partner Profile.



3. Scroll to the bottom of the page, to the Covered Provider section to view providers. Select the add button to add a provider.

Add Covered Provider

Covered Providers

Click **Add** to add a new Covered Provider or expand the row to update the and data of supported transactions of an existing Covered Provider.
Click **Save** to save and review the changes or click **Cancel** to go back.

NPI and Taxonomy must be provided for all healthcare providers. If NPI and Taxonomy have not been assigned, please provide your Medical Assistance Provider Number.

	Provider ID	ID Type	Taxonomy	Effective Date	End Date
+		NPI		11/01/1993	12/31/9999
+		NPI	Z07MG0100K	11/01/1993	12/31/9999

Add

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4. Enter information and hit Save. The box will then ask you to Confirm. Provider's NPI is added.
5. If you receive an error message, it could indicate that the provider's NPI is listed on another Trading Partner account and Tax ID. Click here for instructions for [TAX ID Reassignment for MAPIR](#).